

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DNR1269905**
POSITION NO: **210410**
POSITION TITLE: _____

DATE POSTED: **04/06/15**
CLOSING DATE: **04/17/15**

Animal Control Officer

DEPARTMENT NAME / WORKSITE: **DNR - Animal Control Program - Kayenta, AZ**

WORK DAYS: <u>Various 5 Days</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB59A</u>	
WORK HOURS: <u>40 Hour Week</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____	\$ <u>26,270.40</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	DURATION : _____	\$ <u>12.63</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

Patrols assigned areas and monitors for animal control problems; responds to complaints regarding animals behaving in a threatening manner or being a nuisance; issues warnings and citations to owners who violate ordinances or laws; files citations and offense reports with courts; testifies in court as needed; maintains records and documentation regarding animal control. Uses firearms in control and disposal of predators and wild dogs; uses tranquilizer devices to immobilize problem animals; picks up stray and unwanted dogs and cats; euthanizes unwanted, unclaimed, sick and/or injured animals; investigates livestock damage cases involving dogs and other animals; investigates bite incidents, impounds and monitors animal; uses a variety of devices including ropes and/or nets to catch and secure animals for transport to animal shelter. Works with other agencies to assist with rabies vaccinations, neuter and spay clinics; cleans and maintains animal shelter; responds to calls to pick up and dispose of dead animals; feeds and cares for animals in shelter; answers calls regarding animal control issues; presents and educates the public regarding proper animal care.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and one (1) year of animal control or related experience.

Preferred Qualifications:

- Animal Control Officer Certificate from National Animal Control Associate (NACA) Training Academy, Level I, II and III.

Special Requirements:

- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Incumbents must obtain a Navajo Nation Vehicle Operator's Permit, a first aid Certificate and a Cardiopulmonary Resuscitation (CPR) Certificate within 90 days of date of hire; and obtain an Animal Control Officer certificate from the National Animal Control Associate (NACA) Training Academy, Level I, II and III - Euthanasia Certification, Bite Stick Certification, chemical immobilization Certification and OCAT (Pepper Spray) Certification and a Navajo Nation Commission Law Enforcement Officer Certification within one (1) year of date of hire. Must have no misdemeanor convictions within the past one (1) year prior to date of hire and must have no felony convictions.

<<A favorable background investigation is required>>

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.